

12 February 1981

STAT

MEMORANDUM FOR:
Administrative Officer, DCI

FROM : Roberta Knapp
Acting Chief, History Staff

SUBJECT : Procurement of Equipment

1. In response to your memo of 9 February on the subject of the OMB moratorium on the procurement of certain categories of equipment, this is to confirm that, with two exceptions, the History Staff does not anticipate a need to acquire any of the designated types of equipment for the remainder of Fiscal Year 1981.

2. The major exception is related to the projected growth of the Staff. We have enough equipment to meet our present needs, but will require additional furniture and typewriters to match any increase in personnel. In particular, we anticipate a need to furnish and equip an office for a new Chief.

3. We would also like to acquire one rigid, solid-back typist chair for our secretary.

STAT

Roberta Knapp

Distribution:
0-Addressee
1-HS Chrono
1-RK